

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **PROPERTY & ENVIRONMENTAL
MANAGEMENT DIRECTOR**

DEPARTMENT: **PROPERTY & ENVIRONMENTAL MANAGEMENT**

BASIC FUNCTION:

Under broad administrative direction, plan, organize, direct and coordinate the City's Property and Environmental Management departments and programs; perform highly responsible and complex professional administrative work; and perform related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position reporting directly to the Deputy City Manager. This incumbent provides general strategic and administrative direction to the City departments that are assigned, which typically include: Real Estate, Facilities Management, Fleet Management, Civic Project Management and Environmental Programs.

KEY RESPONSIBILITIES:

Analyze data, make recommendations, prepare reports and make presentations on the formulation of policy and procedure, and staffing and organizational requirements for Property and Environmental Management, in alignment with guiding principles adopted by the City Council.

Ensure environmental thinking and decision making are included into the city's core business strategies.

Employ a comprehensive view of the life cycle of facilities and capital assets to improve the delivery of the City's missions and goals.

Recommend and provide consulting for the acquisition and disposition of land, water and easements and the protection of natural resources in the forms of parks, protected open space and wildlife areas.

Direct the maintenance and care of the City's real estate holdings to maximize usage and revenue generation potential for citizens and employees.

Develop comprehensive strategies to integrate the design and/or construction phases of facilities projects with operational and sustainability requirements.

Provide consultation and support to the organization in areas including: incident response, agency permits for City projects and alternative or applicable grant funding.

Coordinate and provide responsible staff assistance to the City Manager, City Council and other City boards and commissions as assigned.

Assist in the development of the City's overall goals, objectives, policies and priorities.

Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

For areas of responsibility, oversee the preparation, coordination and analysis of annual department budgets; direct the preparation of multiple departmental work programs and annual budgets.

Attend and make presentations at meetings of the City Council, and other City boards and commissions.

Represent the City at community or professional meetings; make presentations to Council, advisory committees, business and educational groups on a variety of department issues.

Establish inclusive citizen involvement that promotes understanding, input and feedback to further the department's mission.

Attend conferences, schools and professional meetings to keep abreast of new developments in civic property and environmental management and administration.

Coordinate activities with other City departments and other public or private agencies.

Respond to and resolve difficult and sensitive inquiries and complaints.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Environmental management systems, environmental reporting and information management. Sustainability planning, performance assessment and annual reporting
Civic project planning and land-use integration.

Principles of organization, administration, budget and human resources management.

Federal, State, municipal laws, statutes, codes and ordinances related to property and environmental management.

Local government financial practices and procedures.

Methods and techniques of research, statistical analysis and report presentation.

Ability to:

Plan, organize and direct the City's Property and Environmental Management programs.

Provide administrative and professional leadership for the department.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Develop and administer annual and long-range programs and budgets.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work cooperatively and effectively with management staff, employees and others.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, orally and in writing.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in civil engineering or related field, and, five years of progressively responsible professional work experience in the field of civil engineering, public works or a closely related field at an administrative or management level.

A master's degree in public or business administration is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED July 2010